

JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE: Alcohol & Other Drug Abuse (AODA) Counselor/AODA Counselor II
STATUS: Full-time; non-exempt (Local 1168 – Group 5)
DEPARTMENT: Health & Human Services
SUPERVISOR: Clinical Services Manager

GENERAL DESCRIPTION

Under general supervision, the AODA Counselor coordinates treatment, rehabilitation, and support services to individuals with alcohol or other drug abuse problems, including those receiving outpatient counseling and those enrolled in the Community Support Program. The AODA Counselor provides direct counseling services, including evaluations and assessments as well as group and individual counseling in the areas of substance abuse, gambling and other addictions, and co-dependency. The AODA Counselor also provides clinical supervision of and technical assistance to the assigned Community Support Worker, and other professional staff, as appropriate, in assisting program clients to achieve and maintain sobriety, abstinence, and/or recovery while resuming their places within the community. The AODA Counselor is responsible for oversight of programs involving the judicial system, including those individuals referred for OWI (Operating While Intoxicated) and UVP (Underage Violators Project) services, as well as those individuals whose treatment is a condition of their probation or parole. The AODA Counselor is responsible for the AODA prevention and outreach efforts of the agency, serving as liaison with other community social service (and other involved) agencies and representing the Health & Human Services Department through presentations and/or participation in *ad hoc* or ongoing work groups. The AODA Counselor is responsible for case management for clients involved in inpatient AODA treatment, including detoxification and halfway houses. The AODA Counselor participates as a member of the Crisis Intervention team, responding, during business hours, to drug- and alcohol-related crises and, after hours, on a rotating basis as part of the on-call system.

JOB DUTIES

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Responsible for the provision of outpatient alcohol and other drug abuse services, as outlined in Chapter HSS 61.59, Wisconsin State Statutes. These non-residential evaluation, diagnostic, and treatment services include individual and family counseling, group therapy, vocational guidance, and/or referral designed to ameliorate or remove a disability and to restore effective functioning. Responsible for the development, review (with the designated psychiatrist), and revision of treatment plans, involving clients in the development and revision of such plans. Responsible for applicable documentation, including progress notes, case reviews, intake and other assessments, referrals, correspondence with involved agencies and organizations (e.g. Division of Community Corrections/Probation and Parole, Division of Motor Vehicles, etc.).
2. Responsible for the coordination and clinical supervision of the AODA Comprehensive Community Services program. Assigns individuals to the program based upon evaluation

and assessment data. Provides clinical supervision of the AODA Community Support Worker, reviewing implementation of applicable treatment plans and the provision of other support services.

3. Functions as case manager for individuals placed into detoxification programs, halfway houses, and other inpatient AODA settings. Works with residential staff to maximize treatment benefits and to assure continuity of care upon client discharge, including referral to the AODA Comprehensive Community Services program and/or follow-up linkage with applicable self-help groups.
4. Responsible for the agency's prevention efforts, including outreach into the community. Serves as point of contact for the Health & Human Services Department relative to AODA, gambling and other addictions, and codependency issues. Works with assigned external agencies, programs, or services. As appropriate, represents the Department at professional meetings, community events, etc. Assists in the establishment, organization, and/or facilitation of applicable support groups (Alcoholics Anonymous, Narcotics Anonymous, Gamblers Anonymous, etc.), as necessary.
5. Responsible for the implementation of Intoxicated Driver (IDP) and Underage Violator (UVP) Programs, performing assessments and evaluations, and working with other agencies involved. Files Driver Safety Plans and other correspondence with the Wisconsin Department of Transportation, Division of Motor Vehicles. Conducts group and individual sessions as indicated for individuals referred through the IDP or UVP.
6. Participates as a member of the agency's Crisis Intervention Team, attending weekly crisis staff meetings and participating in the on-call rotation. Responds to AODA-related crises during working hours, providing on-site assessments at the offices of the Health & Human Services Department or in secure community locations (e.g. Adams County Memorial Hospital, Adams County Sheriff's Department, etc.). On a rotating basis, participates in the after-hours (evening, weekend, and holiday) crisis intervention system.
7. Responsible for the strict maintenance of client confidentiality. Assures that records which contain client names are not visible to the public during office hours and are stored securely during non-office hours. Does not discuss client cases or other confidential agency information with anyone (staff or collaterals) at any time, unless there is a need to know and a signed authorization to release information (as appropriate). Does not discuss client cases or confidential agency information with members of the general public, including family members.
8. Serves as a resource to other professional staff regarding pertinent social programs, entitlements, community agencies, etc. Serves as a primary source for information related to other aspects of alcohol and other drug abuse, gambling and other addictions, and codependency.
9. Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination on a systemic or individual client basis. Responsible for identifying problems and barriers and for recommending appropriate solutions. Responsible for contributing to a productive, harmonious, and cooperative work environment.
10. Works to promote Department values, such as community integration of persons with physical, mental, and developmental disabilities, the principle of normalization, the right of self-determination and choice, the responsibilities of citizenship, an attitude which promotes customer satisfaction, etc.

11. May serve as point of contact for the Health & Human Services Department relative to assigned external agencies, programs, or services. As assigned, may represent the Department at professional meetings, community events, etc. Consults with Director regarding issues raised and articulates Department positions and policies in applicable areas.
12. Assists in and/or may be asked to coordinate the provision of services to clients in crisis or emergency situations.
13. Performs other duties and responsibilities as assigned by the Director.

REQUIRED QUALIFICATIONS

1. AODA Counselor II classification requires certification by the Wisconsin Alcoholism and Drug Counselor Certification Board as a Clinical Substance Abuse Counselor (CSAC). A person registered with the Certification Board as a Substance Abuse Counselor In Training, (SAC-IT) and in the process of certification (with a plan on file with the Certification Board) may be employed in this position on an interim basis, pending and contingent upon achievement of certification, with the authorization of the Health & Human Services Board and Director (and will be classified as an AODA Counselor under the Collective Bargaining Agreement until CSAC status is achieved). Requires maintenance of certification and strict adherence to the ethical and professional standards contained therein.
2. Requires certification as an assessor for the Intoxicated Driver Program operated under statutory authority in conjunction with the Wisconsin Department of Transportation. This requirement may be achieved after employment, with the prior authorization of the Health & Human Services Committee and Director.
3. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health & Family Services, and pre-employment drug and other screenings conducted as required by County policy. Past actions, including conviction of certain crimes, may make an individual ineligible for employment in the outpatient clinic, or may require documented evidence of rehabilitation, pursuant to Chapter HFS 12, Wisconsin Administrative Code.
4. Requires outstanding interpersonal skills and problem-solving abilities, as well as the ability to work cooperatively with professionals, clients, community service providers, etc. Requires a solution-oriented approach and the ability to generate creative helpful solutions to problems. Requires the ability to follow directions, apply fairly appropriate agency policies, complete projects in a timely manner, and be a team player. Requires attention to detail, the ability to meet deadlines, and punctuality in completing case plans, therapy notes, mandated insurance forms, etc.
5. Requires the ability to work with minimal supervision in a fast-paced and stressful environment focusing on client treatment and habilitation. Requires the ability to maintain the confidentiality of client, staff, and agency information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. **SENSORY:** Must be able to communicate, to hear and comprehend verbal communications, and to monitor clients' behavior(s) visually.
2. **LIFTING/STRENGTH:** Must be able to lift or carry light loads (up to 10 pounds).

3. **ENVIRONMENT:** Must be able to tolerate extended periods of sitting and the artificial lighting, heating, and air conditioning of an office environment. Must be able to operate office equipment including telephones, facsimile machines, and personal computers.
4. **MOBILITY:** Must be able to travel independently to various locations.
5. **PERSONAL:** Must be able to tolerate the stresses associated with the content and process of psychotherapy. Must be able to handle stressors inherent in crisis intervention. Must be able to tolerate supervisor and peer feedback during clinical staffings and case reviews.
6. **EXPOSURE TO BLOOD-BORNE PATHOGENS:** Minimal.